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Global Compensation Training
Job Classification and Global Job Table Module

Compensation Training Overview

- The Oracle Compensation Training for managers includes the following modules:
  - Introduction
  - <u>Job Classification and Global Job Table</u>
  - Salary Ranges
  - Managing Pay
  - Compensation Processes
  - Region specific modules
    - Americas
    - Asia Pacific
    - Europe, Middle East and Africa
    - Latin America

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Topics

- Introduction
- Job Classification
- Global Job Table
- Impact on HR processes
- Impact on non-HR processes
- Further information sources

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Introduction

- Job Classification is a consistent global framework for job related information that supports a number of key HR and non-HR processes as well as management reporting

- The Global Job Table is a key component of the Job Classification system, but other data also forms part of the overall system

- Managers are responsible for ensuring that employees on their teams are in the right job in HRMS

- Attaching employee records to the incorrect job in HRMS will result in multiple problems related to HR and other processes

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Global Job Table

- To facilitate the global job classification process, Oracle uses a Global Job Table in which each job is assigned a unique combination of globally defined attributes.

Attribute	Definition
Job code	Unique identifier/reference number
Job Title	Commonly known as the "system job title"
Function	Describes the type of work the person performs. It is not specific to the employee's LOB
Specialty	The specialist work within the Function
Career Level	Broad hierarchical category related to the level at which a job is performed

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Job Code

- Every employee with the same Job Code will have the same Job Title, Function, Specialty Area and Global Career Level

- Example:

  Job 20410 appears as follows in HR Self Service:

  20410/Senior Consultant/CONS/IMPDEL/IC2

  Job Code   Job Title   Function   Specialty   Career Level
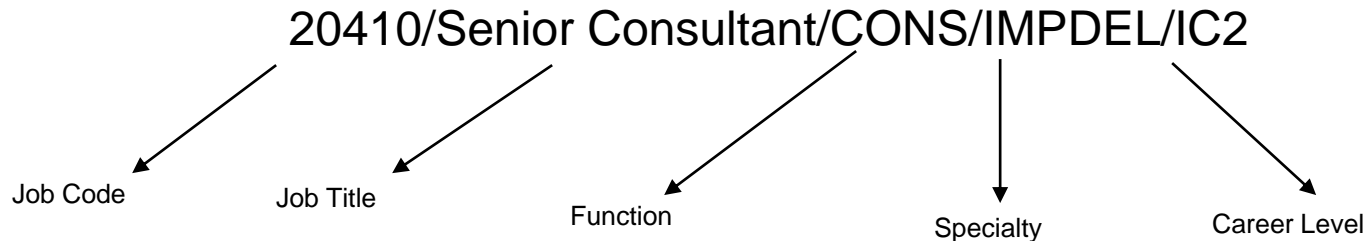
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Function

- Function describes the type of work the employee performs
- It is not necessarily specific to the employee's LOB.
- The following are the Functions recognized by Oracle

Administration	Business Practices
Consulting	Development
Facilities	Finance
Human Resources	IT
Legal	Manufacturing & Distribution
Marketing	Pre Sales
Sales (all LOB's)	Support
Training	

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Specialty Area

- Specialty describes the work performed within the Function
- Each Function has typically 4 – 8 Specialty Areas
- If an employee's role covers more than one specialist area, then chose the job whose speciality is most representative

Example:
:

Function: Finance

Speciality Areas
Accounting
Audit
Budget, Planning & Analysis
Credit & Collections
Contracts Management
Financing
Licence Compliance (LMS)
Payroll/Commissions
Purchasing
Revenue Integrity
Tax
Treasury

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Global Career Level

- Global career levels are a set of broad, hierarchical categories related to the level at which a job is performed

- Responsibilities, individual contributions and job complexity increase from one job level to the next job level in the hierarchy

- The global career level structure has two paths: Management (M1 – M10) and Individual Contributor (IC0 – IC6). There is no correlation between M and IC level

- An employee is considered to be a manager if his/her primary responsibility is management (with hire/fire authority) of two or more regular full time equivalent Oracle employees. All other employees should be considered individual contributors, including team leaders

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Management Career Levels

Manager Career Levels	
M10	CEO
M9	President
M8	EVP
M7	SVP
M6	VP
M5	Senior Director
M4	Director
M3	Senior Manager
M2	Manager
M1	Supervisor

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Individual Contributor Career Levels

IC Career Levels	
IC6	Architect
IC5	Guru
IC4	Senior Professional
IC3	Staff Professional
IC2	Professional
IC1	Entry Level Professional
IC0	Trainee, Intern, Clerical

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Additional Job Table Information (1)

The following additional information is also held against individual jobs:

Compensation Type

- Broad categories of commission/bonus plans as follows
  - Consulting Bonus Plan
  - Sales/Pre-Sales Commission Plan with Annual Target Variable
  - Education Bonus for Trainers
  - Recruiters' Bonus
  - Global Bonus
- Employees with the same job code are eligible to participate in the same variable/bonus plan type (for exceptions see the Regional Compensation Training Modules)

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Additional Job Table Information (2)

- Salary Grades
  - These link to base salary ranges that assist managers to make decisions about salaries during the salary increase review, promotion or recruitment processes

- Consulting Target Bonus
  - This may differ from country to country

- Consulting Job Level

- Billable Flag
  - Relevant Consulting jobs only

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Impact on HR Processes

- The classification of a job has direct impact on:
  - Compensation
    - Salary range
    - Compensation type
  - iRecruit/Offer Letter
  - Employment terms for acquired employees
  - Benefits (eligibility/level of benefits coverage)
  - Appraisal (individual profile/job competencies)

- Eligibility for Compensation Workbench Processes
  - Sales Increase/Salary Review
  - Non-Sales Increase/Salary Review
  - Global Bonus
  - Consulting Bonus (managed outside CWB outside US)
  - Approval authority levels for HR processes

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Impact on non-HR Processes

- Compensation plan issuance
  - The type of sales compensation plan is linked to the employee's job
  - Employees with jobs with Function of Sales or Pre-Sales must have an Annual Target Variable
- General Ledger
  - The employee's job is one of the parameters that generates the Headcount Account for Headcount Reporting by Finance
- Projects
  - Billing rates - linked to Consulting Job Level
  - Only employees with a job with Function of Consulting and Billable Flag set to Y can be charged out with the standard cost rate for the job
- Sales Applications
  - Basic details of Sales applications, such as CRM, are synchronized with employee details of the HR database. Yet, this is true only for employees having a Job Function of Sales or Pre-Sales as access to these applications is restricted to these functions

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Further Information Sources

- Detailed definitions of the Function, Specialty Area, Global Career Levels can be found on the Managers' Resource Guide (MRG) accessed via manager HR Self Service

- The MRG also contains detailed information on:
  - Where to find information on jobs
  - How to change the job of your employees
  - How to change the product association and Industry code for your employees

Tools and Resources

- Your manager
- The local Compensation/HR department
  - the HR Global Website lists compensation contacts & you will find your HR Rep & Manager by checking your ARIA page
- Internal Websites
  - MEE
  - DBI
  - CWB – used for bonus, stock & salary increase processes
  - IWB – shows salary information and history for all employees within your organization
  - HR Global Website, global HR policies

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Information Workbench (IWB)

- Main View options:
  - Salary
  - Job Information
  - Sales Salary
  - Total Compensation (summarized - Rolling 12 months)
  - US hours worked - great tool to track overtime hours
- Filters:
  - All employees
  - Direct employees
  - By team
  - Per country
- There is also a training video available under: Information and Links / Trainings.

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